



American Society of Military Comptrollers

MOUNT VERNON CHAPTER

PO Box 99

Fort Belvoir, VA 22060-0099



BY-LAWS OF THE AMERICAN SOCIETY OF MILITARY COMPTROLLERS MOUNT VERNON CHAPTER

I. **SEAL.** The official seal of the Mount Vernon Chapter of the American Society of Military Comptrollers (ASMC) will be a circular impress with the full title of the Chapter around the outer ring and the word 'SEAL' placed horizontally across the center.

II. **INSIGNIA.** The standard insignia of the Society - for use on letterheads, certificates, and other appropriate documents and media - will be used by the Chapter with the designation 'Mount Vernon Chapter'. The insignia will be a graphic in the form of a shield surrounded by a wreath of laurel; an eagle clutching an American flag at the top; the shield surmounted by a sword (point toward eagle) over which is surmounted an account book and quill.

III. **COLORS.** The Chapter will employ the colors of the Society - green and gold - for appropriate designated purposes. The colors will be specifically a green ribbon with a narrow gold stripe in the center.

IV. **CHAPTER LOGO.** A picture or outline of Mount Vernon may be used as a chapter logo for publicity and promotional purposes. The standard logo is a circle enclosing a structure of Mount Vernon. The letters 'ASMC' appear above the oval and 'Mount Vernon Chapter' below the oval.

V. **FISCAL YEAR.** The fiscal year of the Chapter will be from 1 July through 30 June.

VI. **DATE of SERVICE.** New officers of the Chapter will take office on 1 July of each year.

VII. CHAPTER RECORDS.

Section 1 - The following records of the Chapter must be kept on a permanent basis:

- a. National Constitution and By-Laws.
- b. National Policy Declarations.
- c. Chapter Constitution and By-Laws.
- d. Minutes of the meetings of the Chapter Executive Committee (CEC)
- e. Minutes of the meetings of the Chapter.

Section 2 - The Chapter's books of account and checkbooks for the fiscal year prior to the last audit and the succeeding years to the current fiscal year will be retained.

Section 3 - An auditor or audit committee appointed by the CEC, less the Treasurer, will audit the financial records as of the end of each fiscal year.

Section 4 - The Chapter's membership roster will be retained for the fiscal year prior to the last audit and for succeeding years.

VIII. MEMBERSHIP FEES AND DUES.

Section 1- Members of this Chapter will pay fees and dues as provided by the National Constitution and By-Laws. Dues are assessed on an annual basis, and are payable in advance. Half-year and 'early bird" dues will be consistent with the policy prescribed by the National Council.

Section 2 - All retained funds of the Chapter will be deposited into bank accounts, Credit Unions, or federally insured saving and loans associations, with the account established in the name of the chapter.

IX. PROCEDURES FOR MEMBERSHIP.

Section 1 - Applications, together with necessary dues and fees, will be forwarded to the ASMC National Headquarters for processing through the National Council. The Executive Director will issue an appropriate Certificate of Membership.

Section 2 - Procedures specified in Section 1, above, will apply to reinstatement of a previously Active Member.

Section 3 - Procedures for Life Membership and Honorary Membership will be in accordance with the National Constitution and this Chapter's Constitution.

X. TRANSFERS OF MEMBERSHIP.

Section 1 - The Chapter will accept transfer of, and extend guest privileges to, all members in good standing for any other Chapters or from the National Headquarters. Transfers will be accepted in the status as held by the member on the date of application transfer.

Section 2 - There will be no transfer charges, and no transfer of funds between Chapters, in connection with the transfer of individual memberships.

XI. ELECTION OF OFFICERS. The following will govern the election and term of office of all officers:

Section 1 - Officers, as provided for in Article VI of the Chapter Constitution, will be elected by a simple majority vote of the members present and voting at a regular meeting during the second quarter of the calendar year. They will take office 1 July, and will be installed at the first regular meeting after 1 July.

Section 2 - A nominating committee appointed by the President will present the name of a willing nominee for each office to the Chapter membership at the annual election meeting. Additional nominations may be made from the floor.

XII. Committees may be established for specific tasks as approved by the CEC. Each committee will have a definite charter, with members being appointed for specific terms. The President will appoint the chairperson of each committee. Each committee will present a brief report at CEO meetings when appropriate, or requested by the President.

XIII. MEETINGS. Meetings of the Mount Vernon Chapter will be determined by the CEC.

XIV. CHANGE OF ADDRESS. Each member is responsible to keep the National Headquarters informed of any change of address.

XV. AMENDMENTS. These By-Laws may be amended by majority vote of the Chapter membership at a regular meeting and such amendments will become effective immediately. A copy of any amendments will be submitted to the National Headquarters.

XVI. EFFECTIVE DATE OF BY-LAWS. These By-Laws will be effective upon approval by the general membership.

VOTED AND APPROVED BY THE GENERAL MEMBERSHIP ON XXXX XX, 2001.

PRESIDENT
DATE

DATE

SECRETARY